

Town of West Tisbury

Request for Proposals

Engineering and Environmental Studies for the Mill Brook Watershed

I. General Information

- 1) Proposals will be accepted at the **West Tisbury Town Hall, Office of the Town Administrator, 1059 State Road, P.O. Box 278, West Tisbury, MA 02575**, until **2:00 PM**, September 3, 2013. Applicants must submit an original application and six copies in a sealed envelope marked "MILL BROOK WATERSHED STUDY". Faxed or e-mailed proposals will be deemed non-responsive and will be rejected. If, at the time of the scheduled response opening, Town Hall is closed due to uncontrolled events such as fire, snow, ice, wind or building evacuation, the response opening will be postponed until 2:00 PM on the next normal business day. Submittals will be accepted until that date and time.
- 2) Award will be made within sixty (60) days after response opening unless otherwise stated in the specifications or the time for award is extended by mutual consent of all parties. All submittals shall be valid for a minimum period of sixty (60) calendar days following the date established for acceptance.
- 3) If any changes are made to this RFP, an addendum will be issued. Addenda will be e-mailed, mailed or faxed to all companies and individuals on record as having requested the RFP.
- 4) **All inquiries or questions regarding this RFP should be submitted in writing no later than August 23, 2013 to Board of Selectmen or Conservation Commission, c/o Jennifer Rand, Town Administrator, PO Box 278, West Tisbury, MA, 02575 or townadmin@westtisbury-ma.gov.** Written responses will be mailed, faxed or emailed to all companies and individuals on record as having requested the RFP.
- 5) Responses may be modified, corrected or withdrawn only by written notice received by the Town of West Tisbury prior to the time and date set for the response opening. Modifications must be submitted in a sealed envelope clearly labeled "Modification No. ____" and must reference the original RFP response.
- 6) Responses received prior to the date of opening will be securely kept, unopened. No responsibility will attach to an officer or person for the premature opening of a response not properly addressed and identified. Any submittals received after the advertised date and time for opening will be considered non-responsive and be returned to the responder unopened.
- 7) Proposals which are incomplete, conditional or obscure will be rejected. No award will be made to any proposer who cannot satisfy the Awarding Authority that he/she has sufficient ability and sufficient capital to enable him/her to meet the requirements of these specifications. The Awarding Authority's decision or judgment on these matters shall be final, conclusive and binding.
- 8) The Town of West Tisbury reserves the right to reject any and all responses and to waive any minor informality in responses received whenever such rejection or waiver is in its best interest.

9) The Town of West Tisbury may cancel this RFP, in whole or in part, or may reject all Proposals, or may procure only some goods and/or services outlined in this RFP whenever such action is determined to be fiscally advantageous, or if it is otherwise in the best interest of the Town of West Tisbury.

10) The Town of West Tisbury may request that supplementary information be furnished to assure the Town of West Tisbury that a proposer has the technical competence, the business and technical organization, and the financial resources adequate to successfully perform the necessary work.

11) The Town of West Tisbury will not be responsible for any expenses incurred in preparing and submitting responses. All submittals shall become the property of the Town of West Tisbury. All deliverables, reports, maps and other documents resulting from this contract shall become the property of the Town of West Tisbury.

12) The RFP, and any subsequent contract for the services, is hereby issued in accordance with M.G. L. c. 30B. The selected proposer shall be expected to comply with all applicable state and federal laws in performance of service.

13) Response to this RFP acknowledges the proposer's acceptance of all sections and requirements of this document. The proposer's response to the RFP will be incorporated within the contract. If the proposer's proposal does not comply with the requirements of this RFP, or if an item is not understood in any way, a copy of that section of the RFP must then be included in the proposal and all its copies clearly stating the deviation, additions, or other comments.

14) The Town of West Tisbury makes no representations or warranties, express or implied, as to the accuracy and or completeness of the information included in this RFP. This RFP, including all attachments, supplements and/or future addendums, is made subject to errors, omissions, and withdrawal without prior notice, and to changes to, additional, and different interpretations of laws and regulations.

15) The Tax Compliance Certification and the Certificate of Non-Collusion must be included with the response. These forms must be signed by the authorized individual(s).

II. Request for Proposals

Project Description

The Town of West Tisbury, acting through the Board of Selectmen and the Conservation Commission (“Town”), is seeking consulting services to prepare and deliver a study of the watershed of Mill Brook. The goal of this study is to collect data. The analysis of the data to be collected and recommendations based on that analysis may be done under a future scope of work/ request for proposal.

The total cost of this project may not exceed \$15,000. It is mandatory that all responses to this RFP include a priority ranking of tasks and the individual cost of each of those tasks. The total available funding is \$15,000. In the event that the total cost of the work exceeds that amount the Town will determine which tasks we will proceed with. The anticipated start date is no later than October 1, 2013. The anticipated end date of this project would be September 30, 2014.

III. Background

The Mill Brook drains the precipitation from approximately 3400 acres of land (3000 in West Tisbury, 400 in Chilmark) passing through 5 ponds of two acres or more before entering Tisbury Great Pond at Town Cove. The brook and ponds are a major part of the agricultural and recreational activities of the Town, and the townspeople wish to maintain their ecological functions and values.

Water diversions may direct surface water outside of the watershed, or otherwise reduce surface water discharges in Mill Brook, thereby altering the relationship between the watershed area and discharge. A primary flow diversion occurs just south of Scotchman’s Bridge Lane where a man-made canal directs waters southwest to Parsonage Pond. Several other small surface diversions to ponds and wetland areas to the east of Mill Brook are also present in this section south of Scotchman’s Bridge Lane. Of the flow that reaches Mill Pond, some is diverted away from Mill Brook into a second outlet at the southwest end of Mill Pond. This water flows into Factory Brook and Maley’s Pond.

The Mill Brook watershed is a sub-watershed of the Tisbury Great Pond watershed and is delineated on a map entitled, “Tisbury Great Pond Watershed Watershed Boundaries, Massachusetts Estuaries Project” compiled by MVC, CI Seidel 6/8/2012 (the Seidel Plan).

In 2005, in response to aquatic plant growth in the town owned Mill Pond, the Town hired Aquatic Control Technology, Inc. (ACT) to perform a baseline assessment of Mill Pond. The ACT report included a bathymetric map of Mill Pond, water quality testing, and vegetation mapping of the pond and its environs. In order to have a more complete understanding of the Mill Pond management needs, ACT recommended that the Mill Brook watershed be studied.

At the request of the Town, Bill Wilcox, former water quality planner for the Martha’s Vineyard Commission (MVC) undertook preliminary water quality sampling in Mill Brook, the results of which are found in his reports listed in Appendix A. Wilcox identified 15 tasks that should be considered for completion in order to have a full understanding of the watershed.

IV. SCOPE OF SERVICES

Under the auspices of the Town, and in conformity with all applicable laws and professional standards, the Consultant shall provide the following services. Proposals must be broken down by individual task listed below. Include a cost for each task.

A. Existing Conditions

1. Review and summarize available information, including water quality and flow data, ecological studies, bathymetric reports, topography and atmospheric data.

B. Tasks

1. Review and summarize existing data including (water quality and flow data, ecological studies, bathymetric reports, topography and atmospheric data) and identify data gaps remaining (per Wilcox's reports and list of outstanding tasks) or data quality issues in the existing studies/reports.
2. Develop and implement an in-stream flow measuring protocol. Conduct water quality sampling including base-flow sampling and storm-flow sampling and submit results based on the following protocol in order to characterize the water quality and volume of stream flow under both average and storm flow.
 - a. Base -Flow Sampling Scope
 - Six (6) sampling rounds (May, June, July, August, October and winter season).
 - A single sample will be collected from six (6) separate collection stations established along the Mill Brook watercourse as follows, and a blind duplicate sample (total of seven (7) samples per round).
 - Each sample will be analyzed for the following parameters; pH, total alkalinity, nitrate-nitrite, ammonium, and orthophosphate. Base flow Total Solids will be measured during the summer season with a non-precipitation sample run at all seven (7) stations.
 - In-field measurements of specific conductivity and dissolved oxygen will be collected during each sample round using a calibrated meter at each sampling station. All samples will be collected from flowing conditions, but with no significant precipitation 48 hours prior to sample collection.
 - Note that water temperature data is being compiled by the Sea Run Brook Trout Coalition and will be made available as it is collected.
 - Any of the sampling stations located on private property will require obtaining permission for access.

b. Base Flow Sampling Stations

- i. Headwaters at Roth Woodland Sanctuary off of Old Farm Road
- ii. Outlet from Crocker Pond
- iii. Outlet of un-named tributary at North Road/Seven Gates
- iv. State Road crossing in North Tisbury
- v. Scotchman's Bridge Lane crossing
- vi. Mill Pond Outlet
- vii. Blind duplicate sample station

c. Storm-Flow Sampling Scope

- The highly impounded nature of the Mill Brook reduces the need for extensive stormwater sample collection; therefore, due to the time sensitivity for proper stormwater sample collection, a qualified on-island person will be needed to collect stormwater samples. Sample collection equipment and packaging/shipping materials will be provided by the Consultant.
- A single storm event is to be sampled during the course of the summer sample collection period (May, June, July and August).
- Storm-flow samples will be collected from station numbers iii, iv, v, and vi above.
- Samples representative of the first flush will be collected either manually or through the use of passive stormwater samplers.
- A second sample collection will be made after a suitable time period (approximately 30 minutes depending on storm intensity and duration) following the first sample collection.
- All samples will be analyzed for all parameters identified in Task 2a above, plus Total Solids.

3. Measure the amount and chemical characteristics (pH and NO₃) of the precipitation in or proximal to the watershed during storm events of more than ½" of rainfall.

4. Quantify amounts of water being diverted or withdrawn from the Mill Brook and relate the flow and water quality of the brook to the contributing segment of the watershed upstream from the data point to the characteristics of the land through which it flows. This would include, but not be limited to, the irrigation withdrawal done at the Greene Hickie Farm fields.

5. Provide a narrative that characterizes the watershed, including land use and land cover, demographics, natural resources, infrastructures.

6. Conduct morphometric investigation of the Mill Brook. This will include a reconnaissance of the watershed area to confirm the watershed boundaries shown on the Seidel map. In addition to the field review of the watershed, vegetation identification, plant distribution, and bathymetry at Fisher, Crocker, Priester's and Littlefield Ponds located upstream of Mill Pond shall be done.

This data will culminate in a brief description of the morphometric features, as well as vegetation distribution and bathymetry maps for each of the ponds.

7. Identify “high risk” land uses and document potential sources of nutrient and pollutant (including thermal pollution) inputs.

8. Perform baseline assessments of other impoundments within the Mill Brook if permission can be obtained from property owners. This will include at a minimum: area, bathymetry, bottom sediment type, and submergent and emergent vegetation. If a nearby vertical datum is not available, survey data points will be tied in to a clearly marked temporary benchmark to allow later conversion to NGVD.

9. Identify the particular problems affecting this watershed.

VI. Proposal Submission Requirements

1. Narrative Description of the Project, including Project Schedule, and Cost Proposal. In addition to Total Cost, please prioritize each task and provide us with the cost of each. The Town may choose to proceed with one or more of the tasks and postpone action on other tasks depending on the cost.

2. Narrative Description of Research Team, its Outside Consultants, and Qualifications for both.

3. Applicant shall submit three (3) Project Reports from past projects which will be used to evaluate the Consultant’s proposal for this watershed study.

4. A minimum of three (3) Client References for related work shall be provided, including complete addresses and recently verified telephone number, including name and title of individual familiar with Consultant’s performance on the project.

5. Selected applicants may present their proposals to and be interviewed by the Selection Committee.

VII. Evaluation Criteria for Selection of Consultant with Most Advantageous Proposal

The selection process will include an evaluation procedure based on the criteria identified below.

1. **Technical Approach** The Consultant understands of the Scope of Services, thoroughness of the proposed work, innovative solutions, and clarity of the work program. Proposal addresses all of the deliverables.
2. **Overall cost and cost per task.**
3. **Professional Qualifications** Professional qualifications of the respondent (training/educational background appropriate for the project described herein) and all project personnel.

4. **Demonstrated Experience** Demonstrated experience in assessment of freshwater aquatic systems and conducting watershed assessments including hydrology and biology, within the Commonwealth of Massachusetts. Consultant must have experience with municipalities, and must have successfully completed a project of similar scope for a Massachusetts municipality within the past five (5) years.
5. **Strength and Credibility of Client References** Reference checks may be done to evaluate the special skills and abilities needed by the Consultant for this activity, including timeliness of performance.

A minimum of three (3) references for related work shall be provided and include references with complete addresses and recently verified telephone number, including name and title of individual who is familiar with the firm's performance on the project. Provide examples and/or samples of the firm's work relating to such activities.

VIII. Deliverables

1. The report (Ten (10) copies) plus Electronic Version shall include an excel spreadsheet showing the sampling data.
2. Auto Cad or similar digital copies of Surveying Plans if applicable.

Meeting Attendance

Consultant shall attend 3 meetings on-Island.

Selection Process

All packages submitted by the deadline will be opened in public on September 3, 2013 and logged in. All information contained in the proposals is public. The Town will review and evaluate the proposals that have been submitted by the submission deadline. Evaluation of the proposals will be based on the information provided in the applicant's submission in accordance with the selection criteria outlined in this RFP and any interviews, references, and additional information requested by the Town. The Town will notify all applicants in writing of its decision, within 60 days.

APPENDIX A

2006. Survey report Mill Pond baseline assessment and management plan – West Tisbury, MA.
Prepared by Aquatic Control Technology, Inc., Sutton, MA, for Town of West Tisbury

Wilcox, William A., Mill Brook Stormwater Runoff Assessment Draft 2/12/09

Wilcox, William A., Draft Completion and Cost Estimates for Tasks 2/13/09

Healy, Kent A., Sc.D. PE, Mill Brook – West Tisbury, MA (Flow and Elevation Map) 3/2010

“ “ Mill Pond Dam, Phase I Inspection Evaluation Report, Oct. 2006

“ “ Mill Pond Bathymetry, Aug. 2005

“ “ Fisher Pond Dam Phase I Inspection/Evaluation Report July 31,
2009

“ “ Crocker Pond Dam, Phase I Inspection/Evaluation Report May 22,
2009

Saunders Associates, Road Runoff Sampling Tisbury Great Pond Tributaries June 29, 1990

ESS Group, Final Engineering and Environmental Studies for the Mill Pond January 16, 2012

Polly Hill Arboretum Botanical Survey of Mill Pond and upstream ponds of the Mill Brook Watershed. March 1, 2011

University of Massachusetts Dartmouth School of Marine Science and Technology and
Massachusetts Department of Environmental Protection Massachusetts Estuaries Project Linked watershed-Embayment Model to Determine Critical Nitrogen Loading Threshold for the Tisbury Great Pond/Black Point Pond System Towns of Chilmark and West Tisbury, MA Final Report – May 2013

Massachusetts Division of Ecological Restoration, Department of Fish and Game, Aquatic Habitat Connectivity Survey Mill Brook, West Tisbury and Chilmark, Massachusetts – August 2012

Division of Marine Fisheries, Chase, Brad, Memorandum on Diadromous Fish Restoration in Tisbury Great Pond to Town of West Tisbury, November 28, 2012.

Stantec Consulting Services, Inc., Site Reconnaissance, Preliminary Evaluation and Option of Probably Cost for Dam Removal Old Mill Pond Dam West Tisbury, Massachusetts, Prepared for Massachusetts Division of Ecological Restoration – June 2011

Massachusetts Division of Wildlife and Fisheries, Steve Hurley Southeast District Fisheries Manager Sampling Report Mill Brook and Tributaries-West Tisbury Basin: Martha's Vineyard (97) SARIS Code: 6325 Draft Report Date: October 9, 2012, updated January 11, 2013

SeaRun Brook Trout Coalition – Water temperature study of Mill Brook, pending - 2013

Belding, D. L. 1921. A report upon the alewife fisheries of Massachusetts. Mass. Div. of Fish. And Game, Dept. of Natural Resources, 135 pp.

Chase, B.C. 2010. Quality Assurance Program Plan for Water Quality Measurements Conducted for Diadromous Fish Monitoring. Version 1.0, 2008-2012. Mass. Division of Marine Fisheries, Technical Report, TR-42.

Reback, K. E. and J. S. DiCarlo. 1972. Completion report on the anadromous fish project. Mass. Div. Mar. Fish., Publication No. 6496, 113 pp.

Reback, K.E., P.D. Brady, K.D. McLaughlin, and C.G. Milliken. 2005. A survey of anadromous fish passage in coastal Massachusetts: Part 4. Boston and North Coastal. Mass. Div. of Mar. Fish, Tech. Report No. TR-18.

MASS. NHESP, Priority Habitats-Rare Species and Estimated Habitats-Rare Wildlife. Oct 1, 2008